R000306-071426 - Right to Know Request

Message History (4)

On 8/6/2026 7:24:14 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] R000306-071426 :: [REQUEST TYPE]:: R000306-071426
Body:

RE: Reference # R000306-071426, Right to Know Request of July 14, 2026.

[redacted],

The County of York received a Right to Know Request from you on July 14, 2026. You requested the following information:

"Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 et seq., I request copies of the following records:

- A blank, unpopulated copy of any intake form, screening form, or intake worksheet used by the York County Office of Children, Youth and Families to record CPS and GPS referrals at any time from April 1, 2024 to the present.
- A field list, data dictionary, screen layout, blank screenshot, or equivalent record identifying the data fields available on the intake screen(s) of the Child Welfare Information Solution (CWIS) / CAPS system as used by York County OCYF for recording CPS and GPS referrals, including any field capturing the address, municipality, or county of residence of the subject child or subject family.
- Any user guide, reference sheet, or system documentation describing the "Primary Recipient" and "Secondary Recipient" fields, including any guidance on when a Secondary Recipient must or may be designated.

This request seeks blank forms and system documentation only. It does not seek any record pertaining to any specific individual, referral, investigation, or case file."

Please be advised that all CPS and GPS referrals are records in CAPS, which is the state case management system. You will need to submit a request to Avanco, the company that manages the CAPS system, to request a blank screenshot from the system that provides the information you are requesting as well as any user guide, reference sheet, or system documentation for CAPS describing the "Primary Recipient" and "Secondary Recipient" fields, including any guidance on when a Secondary Recipient must or may be designated.

Additionally, with regard to the CWIS system, please be advised that you will need to contact the State directly to request a blank screenshot from the system that provides the information you are requesting as well as any user guide, reference sheet, or system documentation for CWIS describing the "Primary Recipient" and "Secondary Recipient" fields, including any guidance on when a Secondary Recipient must or may be designated.

As a result, there are no documents that are responsive to your request in the County's possession or under its custody or control. Moore vs. Office of Open Records, 992 A.2d 997, 909 (Pa. Cmwlth. Ct. 2010). Pursuant to the Office of Open Records' final Decision in Jenkins vs. Pa. Dep't of State, OOR Dkt. AP 2009-065, it should be noted that: "It is not a denial of access when an agency does not possess records and [there is no] legal obligation to obtain them (see e.g. 65 P.S. §67.506(d)(1))."

You have the right to appeal any denial in writing to Office of Open Records, 555 Walnut Street, Suite 605,

Harrisburg, PA 17101-2234. Your appeal must be filed with the Office of Open Records within fifteen (15) business days of the date of this response.

Sincerely,

Jonelle Eshbach
Solicitor
Solicitor's Office

On 7/15/2026 8:39:40 PM, York County PA Open Records Office wrote:

Subject: [Right-to-Know Records Center] Right to Know Request :: R000306-071426
Body:

RE: Right to Know Request Reference # R000306-071426 created on July 14, 2026,

[redacted].

The County of York Open Records Office received a public records request from you on July 14, 2026. You requested the following:

"Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 et seq., I request copies of the following records:

- A blank, unpopulated copy of any intake form, screening form, or intake worksheet used by the York County Office of Children, Youth and Families to record CPS and GPS referrals at any time from April 1, 2024 to the present.
- A field list, data dictionary, screen layout, blank screenshot, or equivalent record identifying the data fields available on the intake screen(s) of the Child Welfare Information Solution (CWIS) / CAPS system as used by York County OCYF for recording CPS and GPS referrals, including any field capturing the address, municipality, or county of residence of the subject child or subject family.
- Any user guide, reference sheet, or system documentation describing the "Primary Recipient" and

"Secondary Recipient" fields, including any guidance on when a Secondary Recipient must or may be designated.

This request seeks blank forms and system documentation only. It does not seek any record pertaining to any specific individual, referral, investigation, or case file."

Please be advised that the County of York is invoking its right to an additional thirty (30) days to respond to your Open Record Request as the extent or nature of your request precludes a response within the required five-day time period.

Thank you for your patience in awaiting this information.

Sincerely,

Jonelle Eshbach

Solicitor

Solicitor's Office

To view the full details of this request please log into the Right-to-Know Records Center

On 7/14/2026 1:04:19 PM, York County PA Open Records Office wrote:

YORK COUNTY
PENNSYLVANIA

[redacted]:

Thank you for your request to the York County Open Records Office. Your request has been received and is being processed in accordance with the Right-to-Know Law. Your request was received in this office on 7/14/2026 and given the reference number R000306-071426 for tracking purposes.

Records Requested: Pursuant to the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 et seq., I request copies of the following records:

- A blank, unpopulated copy of any intake form, screening form, or intake worksheet used by the York County Office of Children, Youth and Families to record CPS and GPS referrals at any time from April 1, 2024 to the present.
- A field list, data dictionary, screen layout, blank screenshot, or equivalent record identifying the data fields available on the intake screen(s) of the Child Welfare Information Solution (CWIS) / CAPS system as used by York County OCYF for recording CPS and GPS referrals, including any field capturing the address, municipality, or county of residence of the subject child or subject family.
- Any user guide, reference sheet, or system documentation describing the "Primary Recipient" and "Secondary Recipient" fields, including any guidance on when a Secondary Recipient must or may be designated.

This request seeks blank forms and system documentation only. It does not seek any record pertaining to any specific individual, referral, investigation, or case file.

Your request will be forwarded to the relevant department(s) to locate the information you seek and to determine the volume and any costs associated with satisfying your request.

You will be provided with any responsive documents after we complete our search.

PLEASE NOTE: The Right to Know Law does not require a governmental body to create new information, to do legal research, or to answer questions.

You can monitor the progress of your request at the link below and you'll receive an email when your request has been completed. Again, thank you for using the Right-to-Know Records Center.

To monitor the progress or update this request please log into the Right-to-Know Records Center

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On 7/14/2026 1:04:19 PM, [redacted] wrote:

Request Created on Public Portal